

Town of Fort Myers Beach  
Agenda Item Summary

Blue Sheet Number: 2010-078

**1. Requested Motion:**

**Meeting Date: July 12, 2010**

Make an appointment to the Cultural and Environmental Learning Center Advisory Board (CELCAB).

**Why the action is necessary:**

Council is the governing body that may consider candidates for and make appointments to Town advisory committees.

**What the action accomplishes:**

Fills one vacancy on CELCAB.

**2. Agenda:**

☐ Consent  
☒ Administrative

**3. Requirement/Purpose:**

☐ Resolution  
☐ Ordinance  
☒ Other: Committee Membership

**4. Submitter of Information:**

☐ Council  
☒ Town Staff  
☐ Town Attorney

**5. Background:**

One vacancy currently exists on CELCAB. Ms. Carrie Hill and Ms. Margaret Weslow each have submitted a letter expressing a desire to be appointed to fill this vacancy. Staff has verified that each applicant meets the residency requirement for appointment.



**6. Alternative Action:**

Disapprove both applicants, leaving one vacancy on CELCAB.

**7. Management Recommendations:**

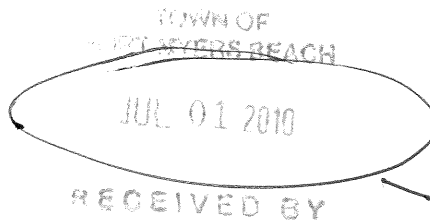
None

**8. Recommended Approval:**

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Cultural Resources Director	Town Clerk
						

**9. Council Action:**

☐ Approved    ☐ Denied    ☐ Deferred    ☐ Other



Margaret R. Weslow  
4191 Bay Beach Ln #243  
239-765-6996  
CELCAB Applicant

July 30, 2010

Dear Council Members,

As a permanent resident of FMB for the past five years, I have a sincere interest in the quality of life on our beach. I feel I could be a valuable member of the Cultural & Environmental Learning Center Advisory Board. As a retired 12<sup>th</sup> grade English teacher with 30 years of experience in the cultural development of my students I would be willing to do my best in advising Town Council regarding the management, operation and maintenance of the cultural and historic properties on FMB. I currently volunteer at the Mound House and enjoy the staff and the hands on experience of working with them. As a graduate of the 2010 Beach Leadership Conference, I am willing to serve my community. I am 64 years old and in excellent health. I appreciate your consideration in the matter.

Sincerely,

*Margaret Weslow*

TOWN OF  
FORT MYERS BEACH

July 2, 2010

JUL - 2 2010

FMB Town Council  
c/o Town Clerk

RECEIVED BY

Re: Cultural and Environmental Learning Center Advisory Board

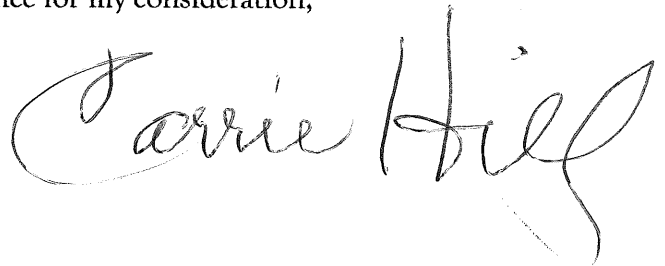
To Whom It May Concern,

My name is Carrie Hill and I would like to submit this letter of interest to serve on the Cultural and Environmental Learning Center Advisory Board that is currently vacant.

I have lived on Fort Myers Beach since 1996 and own a home at 111 Bahia Via. I have been an active member of the FMB Pilot Club for many years and continue with the new club it's formed. I serve as representative for FMB on the Bicycle and Pedestrian Coordinating Committee and have the honor of providing artwork to the Chamber for the Sandsculpting Tee Shirts for 8 years as well as the Shrimp Festival Tee Shirt this past year.

However, my greatest love is to volunteer for the Mound House. I can't tell you how exciting it was to be a part of excavating the swimming pool and Tudor house. I have always believed history is the key to education. I proudly serve as President of the Friends of the Mound House and make it my personal mission to see this property reach its full potential. I feel I can offer dedication and enthusiasm to the position as well as my skills outlined in my attached resume. I'm currently retired and look forward to serving my community.

Thank you in advance for my consideration,

A handwritten signature in cursive script that reads "Carrie Hill". The signature is written in dark ink and is positioned to the right of the typed name.

Carrie Hill  
111 Bahia Via Drive  
Fort Myers Beach, FL 33931  
239-603-7313

## RESUME

### Education

South Broward High School

### Licenses

Chauffeur Driver's License - *Safe Driver*      Notary Public of Florida - *Active*  
Community Association Manager - *Inactive*  
Certified as:      Advanced Scuba Diver to 130', Wreck Diver, Search and Recovery Diver

### Experience

Holiday Inn, Fort Myers Beach, FL      November 2006 to September 2008 - Night Auditor  
Conduct nightly audit correcting errors, sending credit card debits and credits for payment, printing reports and billing master accounts. Check guests in and out, take reservations, set wake-up calls, balance cash drawer, answer phones and general front desk customer service.

Beacon Motel & Holiday Court, Fort Myers Beach, FL      January 2006 to August 2006 - Front Desk Clerk  
Check guests in and out, take reservations, create schedule for employees, calculate time cards, balance cash drawer, submit daily reports, supervise maid duties, patrol grounds for unauthorized parking and resolve minor problems for guests.

Local Color & Pier Peddler, Fort Myers Beach, FL      July 2003 to January 2006 - Sales Clerk  
Duties included receiving, pricing and displaying merchandise, customer sales and service, clean and maintain entire store.

Lahaina Realty, Fort Myers Beach, FL      June 2003 to June 2004 - Sales Office Administrator  
Outline of responsibilities attached.

Creciente Condo Assoc. (171 units), Fort Myers Beach, FL      December 2001 to April 2002 - Office Manager  
Outline of responsibilities attached.      April 2002 to June 2003 - CAM Property Manager

Pirates Treasures & Jewels, Fort Myers Beach, FL      March 2000 to March 2002 - Inventory Controller  
Created and initiated entire inventory system, take in jewelry repairs, receive and redeem pawn property, update inventory, balance cash register, clean jewelry and counter sales.

Ostego Bay Construction, Fort Myers Beach, FL      August 1999 to February 2000 - Project Assistant  
Responsibilities included distributing checks to sub-contractors and vendors, notarized lien releases, generated and maintained all in-house forms, tracking sheets and Certificates of Insurance. Designated and coded payments to vendors, scheduled county building inspections, recorded, typed and distributed meeting minutes, set-up and maintained all files and records for General Contractor of Waterside III.

VIP Realty Group, Fort Myers Beach, FL      April 1998 to July 1999 - Office Administrator  
Responsibilities include answering phones, schedule showing appointments, change property status in MLS as well as allocating sales commissions. Extensive use of Windows '95 to generate and maintain all in-house and corporate forms and tracking sheets. Designate and code payments to vendors. Distribute and maintain petty cash, supplies and postage.

Creciente Condo Assoc. (171 units), Fort Myers Beach, FL      May 1997 to April 1998 - Office Manager  
Responsible for accounts payable and receivable, payroll and mail-outs. Continuous maintenance of records, transfers of ownership and occupancies for owners, guests and renters. Coordinate work to be done with vendors, maintenance crew and contractors. Extensive use of Windows '95 and "Chairman of the Board" program for condominiums as well as creating all forms, information books, owner rosters and address lists.

My responsibilities at Lahaina Realty were:

- \*Maintain all phases of property listings in MLS
- \*Maintain contracts and related documents in hard files
- \*Run weekly hot sheets for newest listings
- \*Create flyers and newspaper ads
- \*Maintain agents personnel files
- \*Invoice agents and record payments
- \*Correspond between agents and management
- \*Fax documents and contracts
- \*Answer phones and receive customers
- \*Issue unit keys to agents and service personnel
- \*Create and maintain flow sheets of properties

My responsibilities at Creciente were:

- \* To be directly responsible to the Board of Directors
- \* Register owner, guest and rental occupancies
- \* Facilitate communications between the board, unit owners and maintenance crew
- \* Post notices and scheduled meetings
- \* Update phone directory boards and owner roster lists
- \* Answer phones, fax correspondence and file paperwork
- \* Issue keys for authorized unit access
- \* Accounts receivable / Accounts payable / bank deposits
- \* Meeting minutes
- \* Reports and business correspondence
- \* Mailings to membership
- \* Process applications for membership or ownership transfers
- \* Florida Statutes Chapter 718 Research
- \* Community relations
- \* Order office and janitorial supplies
- \* Reconcile bank accounts
- \* Prepare monthly financial statements
- \* Maintenance fees and special assessment billings
- \* Maintain association's official records
- \* Obtain bids, supervise and schedule contract services
- \* Resolve minor owner/tenant grievances and refer major disputes to the board
- \* Supervise maintenance staff
- \* Attend regular board meetings and report in writing of current affairs and receive decisions
- \* Establish emergency procedures
- \* Be available to owners in an emergency
- \* Enforce rules and regulations
- \* Treat all owners, guests and renters with the courtesy and respect they deserve
- \* Execute the wishes of the Board of Directors